



Letting: \_\_\_\_\_

Item No.: \_\_\_\_\_

Joint Venture Name: \_\_\_\_\_

Managing Party: Firm #1 is the managing party and must be the first company named in the joint venture.

**Firm #1/Managing Party**

**Firm #2**

**Firm #3**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Indicate the circumstances which apply to the Joint Venture.

☐ The project is estimated at less than \$1,000,000 and the following conditions exist:

☐ 1. One or more of the firms do not have the required financial capacity.

☐ Firm #1      ☐ Firm #2      ☐ Firm #3  
does not have sufficient available prequalification financial rating to perform the work.

☐ 2. One or more firms do not have the required work capacity.

☐ Firm #1      ☐ Firm #2      ☐ Firm #3  
does not have sufficient available prequalification work ratings to perform fifty percent of the work.

☐ 3. There is fifty-one percent or more common controlling ownership between the firms.

☐ Firm #1      ☐ Firm #2      ☐ Firm #3  
A statement indicating the relationship of the firms is attached.

☐ 4. The firms have common management.

☐ Firm #1      ☐ Firm #2      ☐ Firm #3  
A statement indicating the nature of common management is attached.

☐ The project is estimated at greater than \$1,000,000 and has been designated for restricted joint venturing. Joint venture restricted to three firms.

☐ The project is estimated at greater than \$1,000,000 and has been designated for unrestricted joint venturing. Names of additional firms are attached.

I / We being duly sworn, do hereby declare this to be a true and correct statement.

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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_ .  
My commission expires \_\_\_\_\_ .  
\_\_\_\_\_  
(Notary Public)

(Notary Seal)

Firm #1/Managing Party \_\_\_\_\_  
Print Name Title  
\_\_\_\_\_  
Signature (Proprietor, Partner, Officer or Director)

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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_ .  
My commission expires \_\_\_\_\_ .  
\_\_\_\_\_  
(Notary Public)

(Notary Seal)

Firm #2 \_\_\_\_\_  
Print Name Title  
\_\_\_\_\_  
Signature (Proprietor, Partner, Officer or Director)

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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_ .  
My commission expires \_\_\_\_\_ .  
\_\_\_\_\_  
(Notary Public)

(Notary Seal)

Firm #3 \_\_\_\_\_  
Print Name Title  
\_\_\_\_\_  
Signature (Proprietor, Partner, Officer or Director)

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This form must be received by the Department at the following address no later than 4:30 pm prevailing time at least seven (7) days prior to the letting of interest.

Illinois Department of Transportation  
Bureau of Construction  
Room 322  
2300 South Dirksen Parkway  
Springfield, Illinois 62764



# Illinois Department of Transportation

Bureau of Construction  
2300 South Dirksen Parkway/Room 322  
Springfield, Illinois 62764

## Affidavit of Availability For the Letting of \_\_\_\_\_

**Instructions:** Complete this form by either typing or using black ink. "Authorization to Bid" will not be issued unless both sides of this form are completed in detail. Use additional forms as needed to list all work.

### Part I. Work Under Contract

List below all work you have under contract as either a prime contractor or a subcontractor. It is required to include all pending low bids not yet awarded or rejected. In a joint venture, list only that portion of the work which is the responsibility of your company. The uncompleted dollar value is to be based upon the most recent engineer's or owners estimate, and must include work subcontracted to others. If no work is contracted, show **NONE**.

	1	2	3	4	Awards Pending	
County and Section Number						
Contract With						
Estimated Completion Date						
Total Contract Price						Accumulated Totals
Uncompleted Dollar Value if Firm is the Prime Contractor						
Uncompleted Dollar Value if Firm is the Subcontractor						
Total Value of All Work						

### Part II. Awards Pending and Uncompleted Work to be done with your own forces.

List below the uncompleted dollar value of work for each contract and awards pending to be completed with your own forces. All work subcontracted to others will be listed on the reverse of this form. In a joint venture, list only that portion of the work to be done by your company. If no work is contracted, show **NONE**.

						Accumulated Totals
Earthwork						
Portland Cement Concrete Paving						
Bituminous Plant Mix						
Bituminous Aggregate Mixture						
Miscellaneous Bituminous Paving						
Clean & Seal Cracks/Joints						
Aggregate Bases & Surfaces						
Highway, R.R. and Waterway Structures						
Drainage						
Electrical						
Cover and Seal Coats						
Miscellaneous Concrete Construction						
Landscaping						
Fencing						
Guardrail						
Painting						
Signing						
Fabrication						
Building Construction						
Other Construction (List)						
Totals						

Disclosure of this information is **REQUIRED** to accomplish the statutory purpose as outlined in the "Illinois Procurement Code". Failure to comply will result in non-issuance of an "Authorization To Bid." This form has been approved by the State Forms Management Center.

**Part III. Work Subcontracted to Others.**

For each contract described in Part I, list all the work you have subcontracted to others.

	1	2	3	4	Awards Pending
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Total Uncompleted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

I, being duly sworn, do hereby declare that this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_

Type or Print Name \_\_\_\_\_

Officer or Director

Title

Signed \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

(Notary Seal)

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_



# Illinois Department of Transportation

Bureau of Design & Environment  
2300 South Dirksen Parkway / Room 323  
Springfield, Illinois 62764

## Request for Proposal Forms and Plans & Request for Authorization to Bid

**TYPE OR USE BLACK INK**

The undersigned requests plans and/or proposal forms for the following items advertised for the letting of \_\_\_\_\_ , \_\_\_\_\_

Check No. \_\_\_\_\_ for \$ \_\_\_\_\_ , payable to "State Treasurer of Illinois", is enclosed as payment for the requested items.

**Part A:** I hereby request ☐ Plans & Proposals @ \$15 a set ☐ Proposals Only @ \$5 each or ☐ Plans Only @ \$10 a set for each of the following items. (Do not complete "No. Of Sets" unless multiple sets are requested.)

Requested		For IDOT Use		Requested		For IDOT Use		Requested		For IDOT Use	
No. of Sets	Item No.	Proposal Issued	Plans Issued	No. of Sets	Item No.	Proposal Issued	Plans Issued	No. Of Sets	Item No.	Proposal Issued	Plans Issued

**Part B:** I plan to bid as a prime contractor and hereby request Authorization to Bid the following items listed in **Part A:** \_\_\_\_\_

Upon receipt of the required **original** Affidavit of Availability, IDOT will review the request and issue an "**Authorization to Bid**" only on the items listed in Part B.

Requestor Remarks:

POSTED:	<b>For IDOT Use Only</b>  Contractor Number _____  <input type="checkbox"/> Walk-In Hold for Pickup	<b>TO EXPEDITE THIS REQUEST, FOLLOW INSTRUCTIONS ON REVERSE SIDE.</b>
	<b>Filled</b>  <input type="checkbox"/> _____  <input type="checkbox"/> _____  <input type="checkbox"/> _____	E-Mail: _____ Requestor Phone No.: _____ Requestor Fax No.: _____ Company: _____ Street Address:(**) _____ For United Parcel Delivery _____ City State Zip Code Post Office Box No.:(**) _____ Box No. For First Class Delivery _____ City State Zip Code By: _____ Signature Dept. Of Human Rights No.(*) _____

(\*) To be obtained from Department of Human Rights, Compliance Division  
Public Contracts Unit, 100 W. Randolph, Suite 10-100, Chicago, Illinois 60601

(\*\*) Complete street address and post office box are required.  
On joint venture request use address of joint venture.

Copies to:

- ☐ Construction ☐ Plans & Proposal  
☐ Department ☐ Customer

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## Instructions

Requests for Authorization to Bid must be accompanied by an original Form BC-57, Affidavit of Availability.

Authorization to Bid will not be issued after the time and date specified in paragraph 1 (a) and 1 (b) of the Transportation Bulletin.

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### How to Expedite this Request

1. Using **Black Ink** complete the request form listing all items in numerical order.
  2. **Telefax** the completed request form to **217/785-1141**.
  3. **Do Not** make any changes on the request form after it has been faxed. Additional items will require a supplemental request.
  4. Mail hard copy of the request form to IDOT. The mailed request should include a check to pay for the requested items. If requesting **Authorization to Bid**, the requestor should also include the required **Affidavit of Availability with an original signature**.
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**ABOUT IDOT PROPOSALS:** All proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a Proposal Signature Sheet and a Proposal Bid Bond required for Prime Contractors to submit a bid after written **Authorization to Bid** has been issued by IDOT's Central Bureau of Construction.

**HOW MANY PROPOSALS SHOULD PROSPECTIVE BIDDERS REQUEST?:** Prospective bidders should, prior to submitting their initial request for plans and proposals, determine their needs and request the total number of plans and proposals needed for each item requested. There will be a nonrefundable charge of \$15 for each set of plans and specifications issued.

**WHO CAN BID?:** Bids will be accepted from only those companies that request and receive written **Authorization to Bid** from IDOT's Central Bureau of Construction.

**WHAT CONSTITUTES WRITTEN AUTHORIZATION TO BID?:** When a prospective prime bidder submits a "Request for Proposal Forms and Plans" he/she must indicate at that time which items are being requested For Bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issued a **Proposal Denial and/or Authorization Form**, approved by the Central Bureau of Construction, that indicates which items have been approved For Bidding. If **Authorization to Bid** cannot be approved, the **Proposal Denial and/or Authorization Form** will indicate the reason for denial.

**ABOUT AUTHORIZATION TO BID:** Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at the number listed at the end of these instructions.

**WHAT MUST BE INCLUDED WHEN BIDS ARE SUBMITTED?:** Bidders need not return the entire proposal when bids are submitted. That portion of the proposal that must be returned includes the following:

1. All documents from the Proposal Cover Sheet through the Proposal Bid Bond
2. Other special documentation and/or information that may be required by the contract special provisions

All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed by IDOT personnel.

**ABOUT SUBMITTING BIDS:** It is recommended that bidders deliver bids in person to insure they arrive at the proper location prior to the time specified for the receipt of bids. Any bid received at the place of letting after the time specified will not be accepted.

### WHO SHOULD BE CALLED IF ASSISTANCE IS NEEDED?

#### Questions Regarding

Prequalification and/or Authorization to Bid  
Preparation and submittal of bids  
Mailing of plans and proposals

#### Call

217/782-3413  
217/782-7806  
217/782-7806